



ONTARIO EDUCATION SERVICES CORPORATION

Professional Development Program for School Board Trustees

Modules

15

What makes a great Board Chair?

CHECKLIST FOR SKILLS OF THE EFFECTIVE CHAIR

- Follows the agenda
- Manages the meeting
- Maintains focus on appropriate work of the board – policy level
- Sets tone of respect, openness and the rules of engagement
- Stays with policy
- Is tactful
- Has listening skills
- Engages people in strategic discussions
- Asks for opinions while respecting differences in comfort with speaking up
- Promotes collegial atmosphere
- Finishes on time
- Acts as the leader – “first among equals” concept

From “*The Board chair and President Relationship*” – College Compensation and Appointments Council